

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

May 23, 2023

PRESENT: Tom Piezzo, Holly Jarrell, David Neal, Myra Aronow, Terry Twigg, Terry Smith, Lorraine Riess, Margaret Adams, Lynne Cooper, Mary Karkutt-Kulak, Marijean Conrad

Absent: Pam Crum and Cherry Czuba

Meeting called to order at 7:01 P.M. by President Terry Twigg

PRESIDENTS' COMMENTS:

None

SECRETARY'S REPORT:

Minutes from April 25, 2023, meeting were accepted.

DIRECTORS REPORT:

- Tom reported on timing of ERTC (Employee retention credit) funds. A net of \$22k is expected between July and September, after the start of the next fiscal year. Documents were filed March 1st.
- Tom is working with Senator Needleman's aide on a 50% grant for an E.V. charging station. Our balance to fund would be around \$4k.
- Tom reminded us that Agriculture Day is June 3rd. He encouraged all board members to attend and circulate. The last Ag Day drew 200-300 attendees. Margaret will ask Cherry and KayCee about having Capital Campaign literature on display. A big thanks to Cherry who is remaining on Friends but stepping down from her leadership role.
- Minimum wage increases to \$15 per hour on June 1.
- The Board of Finance reduced requested funding from \$392k to \$380k- up from \$368k this year. Tom will finalize the 2023-2024 budget and the Finance Committee will confirm the gap that needs to be funded by the library.

NOMINATING:

- There was a positive vote for Susan Thompson to join the board. Many thanks to Myra who worked so diligently to fill open positions before leaving the board July 1.

PERSONNEL AND POLICY:

- The Committee is working on the Director's annual assessment and possible objectives for future years.
- A review has begun on the most recent employee survey. The next employee survey may be conducted in early 2024.

FINANCE:

- The Finance Committee is working through several important issues.
- Accounting for Phase II capital spending is being established. Town funding and Grant funding processes must be established. Gifts specifically for the capital campaign must be documented and all designated gifts must be used for Phase II.
- Roles and responsibilities are being established for two distinct roles- Treasurer and Comptroller. Lynne has documented the required tasks and who is currently performing these tasks.
- The committee requested approval to research professional financial managers to optimize the current portfolio and work with the committee on timing of cash needs for Phase II and operating costs. There is a need for someone to take responsibility for capital campaign bookkeeping.

CAPITAL CAMPAIGN

- Lynne consolidated list of potential donors. Lynne will also consolidate Trustee pledges.

DEVELOPMENT AND EVENTS:

- Mary K-K circulated the calendar of events.
- Marijean reviewed several potential events being discussed by the event committee.
- Planning is underway for a Taste of Haddam and Beyond on September 23 from 6-9pm at the library. Elizabeth A. and Donna B. are in the lead on this. Marijean has pointed out that broad involvement will be needed for this major fundraising event.

FRIENDS:

- Cherry submitted a report of Friends activities highlighting Ag Day initiatives.

UNFINISHED BUSINESS/ ACTION ITEMS:

- None to report

Meeting adjourned at 8:09 P.M.

The next meeting date will be June 27 at 7 P.M.

Respectfully submitted:

Margaret Adams, Secretary

(draft)